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COMMITTEE ON DOCUMENTATION

TASK TEAM I -- CONTENT CONTROL

INTERIM REPORT

T/I/R-1  
3 January 1966

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Group I  
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T/I/R-1  
31 January 1966

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COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL

MEMORANDUM FOR: Chairman, Committee on Documentation

SUBJECT: Transmittal of Task Team I Interim Report

REFERENCE: CODIB-D-111/1.1/2, 30 October 1964

1. Transmitted herewith is the interim report of CODIB Task Team I - Content Control. This report contains the draft of a "USIB Content Control Code" which is the principal product of the Team's effort thus far. Your comments and suggestions will be welcomed.

2. It is now our intention to proceed with that portion of our task concerned with recommending procedures for implementing and monitoring the suggested scheme; estimating the amount and type of training required; and estimating its effectiveness, efficiency and economy.

3. To do this properly, it is suggested that the draft code be tested in each agency under the guidance of the team member. We anticipate that a person can learn to use the code in approximately four hours. The experience of a group so trained would provide, in a few days, information on time requirements, ease of application and cost estimates. Only then can persons responsible for publication and distribution comment on the utility of this code as a component of their distribution systems. Such comments will be solicited by the Team for incorporation in its report.

4. Finally, a group representing recipients of material will be asked to comment on the potential usefulness of the system in stating requirements and obtaining more precise distribution.

5. We trust that the members of CODIB will lend their support to their Task Team members in the continuance of these assigned tasks.

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6. The members of the Task Team are [ ] NSA;  
[ ] CIA; [ ] DIA; Mr. Robert Whipp, State;  
and [ ] CODIB Support Staff. This report is the product  
of an effective team effort. Members are all to be highly commended  
for their diligence, cooperativeness, and professional expertise.

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Chairman  
Task Team I - Content Control

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TASK TEAM I - CONTENT CONTROL

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6. Area Content Control Design Characteristics

ATTACHMENT

Proposed USIB Content Control Code

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I. Introduction

1. In accordance with its Terms of Reference (CODIB-D-111/1.1/2 30 October 1964)\*, the Content Control Team has completed its first three tasks. It has: (a) identified the major publishers of intelligence items and the primary distribution points through which these items flow (Task A), (b) reviewed existing subject codes with special emphasis on those used by analysts to express their intelligence interests (Task B), and (c) developed a tentative scheme to facilitate the dissemination of intelligence items (Task C). The proposed USIB Content Control Code is attached to this report.

2. The Team is now ready to conduct a series of operational tests of the proposed USIB Content Control Code. These tests, carried out in a variety of dissemination environments by team members, will provide valuable insights as to the adequacy of the Code in meeting its design criteria. The tests should also reveal the Code's usefulness as a working tool for disseminating intelligence information efficiently and expeditiously.

3. Subsequently, the Team will analyze the results of the operational tests and will also consider the additional evaluative comments received during the test period. A final report will then be prepared which will:

a. recommend procedures for implementing and monitoring the proposed content control scheme, or

b. give reasons why such implementation is not considered feasible.

4. The final report will contain suggested areas of applicability, estimates of utility and cost as well as estimates of the types and amounts of training required to initiate, operate, and maintain the system.

5. Members of the Task Team will be available to discuss any questions that may arise concerning the contents of this report. Initial contacts can be arranged by calling [REDACTED]

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\*Appendix 1

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